



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt resolution authorizing library administration to partner with Stockton-San Joaquin County Public Library in the acquisition, implementation and ongoing maintenance of an integrated library system. Approve funding as recommended by the Lodi Public Library Board of Trustees for the integrated library system project. (\$150,000)

MEETING DATE: April 16, 2003

PREPARED BY: Nancy C. Martinez, Library Services Director

RECOMMENDED ACTION: That the City Council adopt a resolution authorizing library administration to partner with Stockton-San Joaquin County Public Library in the acquisition, implementation and ongoing maintenance of an integrated library system. Approve funding as recommended by the Lodi Public Library Board of Trustees for the integrated library system project. (\$150,000)

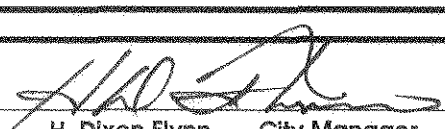
BACKGROUND INFORMATION: At a special meeting of the Library Board of Trustees on April 3, 2003 the trustees unanimously voted to appropriate \$150,000 from the library fund balance to a capital reserve account designated for the integrated library system. At their November 25, 2002 meeting, the Library Board of Trustees passed a motion recommending that Lodi Public Library join Stockton-San Joaquin County Public Library in a consortium to acquire an integrated library system.

The Need: In the fall of 2001 Lodi Public Library administration was informed by our present library system vendor GEAC that the company would cease to support our server, a Motorola PowerPC on March 31, 2002. GEAC indicated that parts for this hardware were increasingly difficult to obtain. Subsequently the Motorola has experienced several crashes and was diagnosed in February 2003 by the City of Lodi Information System Division staff as "dying" and "one disk crash away from irreversible failure." Likewise, our current ILS software (GEAC's LibsPLUS product) is not being developed or keeping pace with the integrated library system market.

The Process: In fall 2001 library administration learned that the Stockton-San Joaquin County Public Library (SSJCPL) was seeking a consultant to create a Request for Proposal (RFP) for the upgrade of their integrated library system. At the November 19, 2001 Library Board of Trustees meeting the board authorized library administration to contract with consultant Richard Boss of Information Systems Consultants (ISC) to create an addendum to the Stockton San Joaquin County Public Library's integrated system RFP for an upgrade to the Lodi Public Library's integrated system. The board also requested that a second request for proposal be created for Lodi Public Library to have a stand alone system.

Two Requests for Proposal were issued in the spring of 2002—a joint project between Stockton-San Joaquin County Public Library, Amador County Library and Lodi Public Library—and Lodi as a stand alone site. Responses were received from 5 vendors for the joint project and 4 vendors for Lodi Public Library's stand alone. Three vendors responded to both RFP's. GEAC, our current vendor, did not respond to the Request for Proposals.

APPROVED:


H. Dixon Flynn -- City Manager

CITY OF LODI

COUNCIL COMMUNICATION

After thoroughly evaluating the joint proposals, a joint committee from the three libraries invited three vendors to demonstrate their systems and contacted the vendors' customers in person and by conference call. Following the rating of the systems for functionality, the Sirsi Unicorn system was chosen by the committee. Subsequently Stockton-San Joaquin County Public Library has entered into negotiations with Sirsi and signed a contract in February 2003.

After evaluating the capabilities and advantages of partnering with the Stockton-San Joaquin County Public Library library administration recommended that Lodi Public Library work jointly with Stockton in sharing an integrated library system. At their November 25, 2002 meeting, the Library Board of Trustees passed a motion recommending that Lodi Public Library join Stockton-San Joaquin County Public Library in a consortium to acquire an integrated library system.

The Product: An Integrated Library System is an online system that allows for the integration of all the automated functions of the library—one comprehensive system. The most prominent feature that provides service to the public is the Web-based OPAC (Online Public Access Catalog). This online system allows people to search holdings and availability of the library collection. Web access allows people to find this information from home or office as well as in the library. The system also allows users to access their personal accounts and place reservations on library materials. The Web interface also allows the public to research the library's subscription databases from remote locations. In recent months the Lodi Public Library has received e-mails and suggestions from the public requesting these services which are standard offerings at neighboring libraries. Front desk staff members report that the public asks about the availability of the library's catalog on the Internet approximately 100 times per week.

The new integrated system will also include modules and capabilities the library currently does not offer such as acquisition, serials and information and referral. The Acquisitions module is a system for ordering new materials for the library, maintaining fund accounts and payments, receiving materials from vendors, and providing preliminary information in the catalog for users to learn what titles are on order. The Serials module is a system for recording what magazines issues we have, when they arrived, the anticipated arrival date of the next issue, and to automatically claim those issues that were not received.

FUNDING: Library Fund \$150,000


Vicky McAthie
Finance Director


Nancy C. Martinez
Library Services Director

APPROVED: _____
H. Dixon Flynn -- City Manager

**AGREEMENT BETWEEN CITY OF STOCKTON AND CITY OF LODI FOR USE OF
THE STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY - SIRSI, CORP.
INTEGRATED LIBRARY SYSTEM**

THIS AGREEMENT is made effective as of _____, 2002, by and between the CITY OF STOCKTON, a municipal corporation, herein referred to as "CITY" on behalf of the Stockton-San Joaquin County Public Library, herein referred to as "SSJCPL," and CITY OF LODI, herein referred to as "LODI."

I.

DESCRIPTIVE INFORMATION AND DECLARATION OF PURPOSE

CITY, having installed and maintained an integrated, computerized online library system (herein referred to as the "System") at the SSJCPL Chavez Central Library, recognizes the desirability of making such a system available for use by other libraries in the 49-99 Cooperative System. The CITY will extend to LODI the full range of services available from its automated system, subject to the terms and conditions of the Agreement.

II.

OWNERSHIP

At all times hereunder CITY shall own all rights in and to all central System hardware and software, except for telecommunications equipment directly linking LODI to the System located at SSJCPL Chavez Central Library. LODI shall own the terminals, personal computers, printers, bar code scanners, other computer peripherals, and telecommunications devices located at its premises.

Shared databases shall be jointly owned. Any separate SSJCPL databases resident on the System shall be owned by the CITY. Any separate LODI databases resident on the System shall be owned by LODI. LODI retains the right to remove its databases or portions of the shared databases from the System, at its sole cost and expense, in the event of cancellation. CITY retains the right to remove or collect a rental fee for any LODI separately-owned database on the System in the event that storage space is impacting System performance.

III.

CITY RESPONSIBILITIES

A. In System administration CITY agrees to:

DRAFT

1. Contract with vendors for purchase and maintenance of all central site hardware and software, work as a liaison between LODI and System vendors to provide hardware configurations for the central components of the System and to explore, in consultation with LODI, cost-effective alternatives to meet LODI's library computing needs;
2. Maintain "all-risk" insurance coverage on all central site equipment and communications devices owned by CITY;
3. Review and adjust the monthly usage fee on an annual fiscal year basis and at the time of any major System upgrade, in consultation with LODI.

B. In System operation the CITY agrees to:

1. Operate and maintain central site equipment in a responsible manner; all regular routines for System maintenance receive top priority according to schedule.
2. Respond to LODI System operations questions and investigate operational problems as prioritized below:
 - a. Priority 1: LODI Library is without any System service, a situation to receive immediate attention.
 - b. Priority 2: LODI Library is experiencing difficulty with a System function that results in significant impairment in one area or LODI Library has an operational deadline, situations to receive special attention.
 - c. Priority 3: LODI Library experiences a minor loss of functionality, a situation that CITY staff will handle on a first-in-first-out basis.

CITY staff will accommodate service within context of overall system operations.

3. CITY agrees to run and mail notice forms or daily reports, or purchase supplies for LODI, if so requested, and CITY will charge LODI for these services on a time-and-materials basis.

C. In System software maintenance, CITY agrees to:

1. Provide LODI with the use of an integrated online library system, which provides LODI with the following online and batch functions: acquisitions,

DRAFT

cataloging, Z39.50 protocol, online public access catalog, serials, circulation, and management report functions;

2. Install updates and enhancements to the automated system as provided by the vendors;
3. Assist LODI in preparing circulation, acquisitions, serials, and online catalog policy file information;
4. Prepare user accounts for LODI and set up screen displays specific to LODI's need; (Note: Any optional changes not required by the CITY or the vendor in set ups and screen displays after initial set up are LODI's responsibility.)
5. Assist LODI in developing the management and accounting reports necessary for the effective utilization of the system.

D. In order to provide database integrity:

1. CITY agrees to run routine programs and reports that allow LODI and CITY staff to maintain accurate database records;
2. LODI and CITY agree to maintain the bibliographic database in accordance with current national cataloging standards;

E. In order to provide access to the System CITY agrees to:

1. Staff the central site so that SSJCPL Automation Services staff are available for consultation and other transactions during the following hours:

Monday - Friday, 8 a.m. to 5 p.m.

2. Provide access to the System (all databases) through the Internet 21 hours per day (6 a.m. to 3 a.m.), except during periods of routine maintenance, hardware and software installation, or public utility interruption;
3. Maintain the System, by means of hardware and software maintenance contracts, in a fashion as to provide for downtime and response time not to exceed the limits specified in CITY's vendor contract(s); however, no liability shall be assumed by CITY if these limits are exceeded;
4. Provide LODI with prior notice of System unavailability whenever possible. Such suspension shall not be deemed an unreasonable prevention or postponement of System use by LODI.

5. Assist in initial training and provide ongoing update sessions;
6. Include LODI staff in decision process for System function and System policy revisions that will jointly affect LODI and SSJCPL;
7. Provide to LODI local System user and, as needed, operational documentation to supplement vendor-supplied documentation.

IV.
LODI RESPONSIBILITIES

LODI agrees to:

1. Purchase and maintain its own system hardware to be used on its premises or to link LODI to the System including, by not limited to, terminals and personal computers, printers, barcode readers or laser scanners, routers, and related telecommunications equipment;
2. Purchase and maintain the data communications link between LODI and the SSJCPL computer System;
3. Use the Library of Congress Machine Readable Cataloging (LCMARC) approved standards for the entering of bibliographic data into the System database;
4. Use mutually agreed upon standards for input of patron records and other policy standards in related procedural documentation;
5. Limit total user processes on the System, including branch network access, to no more than 46 simultaneous users at any given time;
6. Pay CITY a service fee as established according to the formula and schedule set forth in Appendix A. The fee shall be paid within 30 days of receipt of quarterly invoice;
7. Pay the entire purchase and maintenance costs for any software to be used exclusively by LODI on the System;
8. Pay on a time-and-materials basis, exclusive of this Agreement, for daily System notice and report printing or for special projects requiring CITY staff time beyond the terms of this Agreement.

V.
DISASTER RECOVERY ASSISTANCE

DRAFT

LODI, through its computer system, and the CITY, through the SSJCPL computer system, agree to provide mutual disaster recovery assistance, provided that backup methods and devices are compatible and that sufficient capacity is available to handle basic operations for the guest system without significant degradation of the host system.

VI.
DETERMINATION OF FEES

The basis for establishing fees for LODI's use of the CITY's Integrated Library System as detailed in Appendix A are as follows:

1. Hardware and software usage fees will be based on total workstations connected to the System, as a percentage of combined CITY and LODI workstations. The basis for System use shall be open to renegotiation on an annual fiscal year basis, based on need, actual usage patterns, and System resource availability. An increase in LODI's percentage of System use will not negatively affect LODI's usage fee if this increase is caused solely by reductions in SSJCPL's usage pattern.
2. Personnel costs in the first year will be based on estimated direct costs for key SSJCPL personnel involved in the LODI automation project. In subsequent years, the basis for pricing staff fees will be determined by mutual consent either by a study of actual time spent or by application of the percentage of processes used to total key staff salaries and benefits.
3. CITY indirect costs are re-calculated periodically. For 2003-2004, the rate is 9.5%.

VII.
TERMS OF AGREEMENT

This Agreement shall be effective from the date of the execution of the Agreement. Fees and services shall be reviewed and renewed annually, for July - June (fiscal year) implementation. The Agreement shall continue in force from year to year unless one or both parties shall elect to terminate the Agreement as provided under CANCELLATION.

VIII.
CANCELLATION

This Agreement may be canceled by either party at the end of any one year renewal period provided that at least one hundred eighty (180) days written notice is given to the other party. Either party has the right to terminate this Agreement if the other party breaches or is in default of any obligation hereunder, which default is incapable of cure or

DRAFT

which, being capable of cure, has not been cured within sixty (60) days after receipt of notice of such default from the non-defaulting party or within such additional cure period as the non-defaulting party may authorize. Should either party cancel through no fault of the other party, the canceling party shall pay all costs to separate the System databases.

**APPENDIX A
SHARED AUTOMATION FEE STRUCTURE
LODI PUBLIC LIBRARY**

DRAFT

**FEE STRUCTURE
(JULY 2003 – JUNE 2004)**

	<u>ANNUAL</u>	<u>QUARTERLY</u>
Hardware fee (\$70,000 Central site hardware insurance x .1204) (\$0 hardware maintenance x .1204)	\$ 8,428.00 -0-	\$ 2,107.00
Software fee (See one-time costs) (\$0 Sirsi software maintenance x .1204)	-0-	
DRAnet access fee (\$38,790 x .1204)	4,096.00	1,024.00
Staff fee*	8,395.65	2,098.91
City indirect costs (9.5% staff costs only)	797.59	199.40
TOTAL FEE	\$ 21,717.24	\$ 5,429.31

PAYABLE QUARTERLY AT \$5,429.31 PER QUARTER

* Total hours of project time for key staff were estimated at straight time up to a level considered supportable by SSJCPL within regular hours, for the period July 1, 2003 - June 30, 2004.

<u>KEY STAFF</u>	<u>HOURS</u>	<u>TOTAL COST</u>
Deputy Director	5	\$ 286.05
Librarian II, Cataloging	20	723.00
Computer Applications Programming Supervisor	60	2,646.60
Sr. Applications Programmer/Analyst	60	2,378.40
Applications Programmer/Analyst	40	1,081.20
Senior Library Assistant (Circ)	40	1,280.40
TOTAL		\$ 8,395.65

SIGNATORIES' INITIALS:

City of Stockton	Date	City of Lodi	Date
------------------	------	--------------	------

APPENDIX A (cont'd)
FIRST YEAR-ONE-TIME COSTS

DRAFT

Software License and 1-yr. Maintenance (Direct from Sirsi/Stockton agreement)	\$38,698
Migration (Direct from Sirsi-Stockton agreement)	20,485
Training (10% x \$23,975) (Assume 1 Lodi staff at each 10-person training)	2,398
	<hr/>
Total (in full in first quarter payment)	\$61,581

RESOLUTION NO. 2003-70

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING
LIBRARY ADMINISTRATION TO PARTNER WITH THE
STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY IN
THE ACQUISITION, IMPLEMENTATION, AND ONGOING
MAINTENANCE OF AN INTEGRATED LIBRARY SYSTEM AND
APPROVE FUNDING AS RECOMMENDED BY THE LODI
PUBLIC LIBRARY BOARD OF TRUSTEES

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the Library Administration to partner with the Stockton-San Joaquin County Public Library in the acquisition, implementation, and ongoing maintenance of an integrated library system; and

BE IT FURTHER RESOLVED that the City Council hereby approves the Library Board of Trustees recommendation for funding, thus appropriating \$150,000.00 from the Library fund balance to a capital reserve account designated for the integrated library system.

Dated: April 16, 2003

I hereby certify that Resolution No. 2003-70 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 16, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and
Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk